

**Lafayette County Human Services  
Board Meeting Minutes  
November 12, 2012**

*Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.*

**Board members present:** Brandee Blaine, Sherry Crist, Gerald Heimann, Connie Hull, Richard Roelli, Leon Wolfe (David Hammer was excused)

**LCHS staff present:** Janet George, Kristine Brunkow, Shane Schuhmacher, Christine Kelly

**Others present:** Duane M. Jorgenson, Corporation Counsel

**I. CALL TO ORDER**

- A. The meeting was called to order by Connie Hull at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- B. Request by Brandee Blaine to move Agenda Item VI before Agenda Item V. Motion by Brandee Blaine, second by Leon Wolfe to approve the agenda as requested; carried.
- C. Motion by Gerald Heimann, second by Richard Roelli to approve the minutes of the October 12, 2012 meeting as printed; carried.

**II. PUBLIC COMMENTS**

- A. No public comments were submitted.

**III. FISCAL REPORT**

- A. Janet George reported a couple of unusual payments this month. Ms. George stated going into the future, Brown Cab will have several invoices each month. There are five clients at Raab Adult Family Home in Monroe that attend Greenco. Al's Trucking has been transporting these clients to Greenco for a daily charge of \$27.00 each. Kris Fleming contacted Brown Cab and they will provide the same service for \$4.00 each per day. LCHS is paying for advertising for the AODA Counselor position in several newspapers totalling \$2868.37. As noted last month, there are also a couple two-month payments to Lyghthouse and Morning Sun.
- B. Ms. George stated through October 31, LCHS is \$286,083 under budget for regular operations. At this point, she is projecting LCHS will be somewhere close to \$200,000 under budget for the regular operations unless an ED or long-term residential placement occurs. The Children's Institutional Account is presently \$18,300 under budget. She is anticipating the Children's Institutional Account will finish 2012 at approximately \$20,000 under budget; the total should be near \$220,000 under. A huge part of this is due to inpatient costs projecting to be \$290,000 under budget while the cost of diversions is projecting to be roughly half of that amount.
- C. Ms. George reported Aging had an unusually low-cost month. However, the regular invoice for medical alerts and home health costs has not been received.

- D. Through October 31, Aging is \$8,000 over budget; however, when SUN Program reimburses the 2012 advance of \$25,000 and the remaining program money is collected; Ms. George estimates ending the year very close to budget and possibly up to \$5,000 under budget.
- E. Ms. George informed the Board she will be taking a medical leave starting on November 19<sup>th</sup> and returning to work on December 3<sup>rd</sup>.

#### IV. APPROVAL OF EXPENDITURES

- A. Motion by Brandee Blaine, second by Sherry Crist, to approve the LCHS vouchers as scheduled; carried.
- B. Motion by Leon Wolfe, second by Gerald Heimann, to approve the Aging Unit vouchers as scheduled; carried.

#### V. DISCUSSION AND POSSIBLE ACTION REGARDING CLINIC RECERTIFICATION

- A. Shane Schuhmacher reported the clinic recertification was held in October. The clinic is required to be recertified every two years. As a result of the recertification; LCHS received a couple of citations and deficiencies. These issues are being addressed and a plan of action will be submitted to the State by November 29<sup>th</sup>. The clinic was given a one year certification which expires on October 31, 2013.

Christine Kelly, Behavioral Health Services Unit Manager, was present and explained the clinic staff has met and has developed a number of staffing pattern proposals.

After much discussion; it was determined a separate meeting should be held with the Human Services Board and the Clinic Staff to review the roles and responsibilities of each staff member so the Board is better informed on how to proceed.

Motion by Brandee Blaine, second by Sherry Crist to schedule a separate meeting with the Clinic Staff and the Human Services Board; carried. The meeting is scheduled for Wednesday, November 28, 2012 at 6:00 p.m.

#### VI. PERSONNEL

- A. Discussion and possible action regarding AODA vacancy-Mr. Schuhmacher stated he has received a number of applicants for the vacated position. Mr. Schuhmacher and Ms. Kelly will review the applicants and set up interviews in a few weeks.
- B. Discussion and possible action regarding Director's performance evaluation-After discussion it was decided Mr. Schuhmacher will send the LCHS staff the 360 evaluation survey to complete. Results will be compiled and sent to the Human Services Board to be discussed at the December board meeting.

#### VII. DIRECTOR'S COMMENTS

- A. Employee Comp and Overtime Report- The total hours for comp time for the period of October 1, 2012 to October 28, 2012 for LCHS was 34.27 hours and the total overtime hours was 22.25 hours. It was noted the Family Services Unit held a Foster Care Appreciation


Dinner for the Foster Parents which was held on a Saturday; therefore the reason for OT for this unit (19.5 hours). The staff flexed their time during the week; but under Union Contract; any time worked during the weekend is to be paid at time and a half.

- B. Safety and Security in Office-Mr. Schuhmacher stated he has been working with the IT Department, Sheriff Scott Pedley and Darlington Police Chief Jason King regarding security options for LCHS offices. There is a program which can be installed on the computers at LCHS that will notify the Sheriff's Department in the event of an emergency. The cost for the program is approximately \$900/year for three years for up to 50 workstations. Mr. Schuhmacher also stated the cost will depend on the need.
- C. Organizational Effectiveness-Mr. Schuhmacher reported the management team will meet on Wednesday, November 14<sup>th</sup> with staff from the Organizational Effectiveness Organization.
- D. Commission on Aging Advisory Committee-Mr. Schuhmacher stated the new buses have been approved and ordered and should be here in late 2013 or early 2014.

The 85.21 Transportation Plan Public Hearing has been set for November 26 at 1:00 p.m.

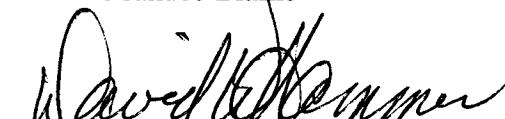
IX. ADJOURN

- A. The next meeting was set for **Monday, December 10, 2012** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- B. The meeting was adjourned by Chair Connie Hull at 7:35 p.m.

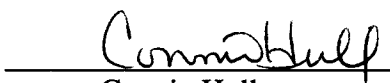
Reviewed by  12/10/12  
Shane Schuhmacher, Director Date

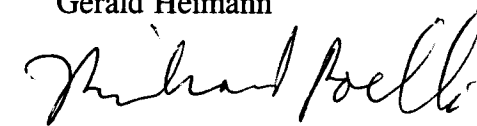
  
Brandee Blaine

  
Sherry Crist

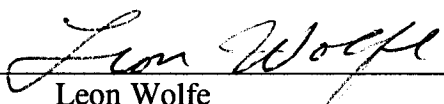
  
David Hammer

  
Gerald Heimann

  
Connie Hull

  
Richard Roelli

Jack Sauer

  
Leon Wolfe